



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 WEST JACKSON BOULEVARD
CHICAGO, IL 60604-3590

REPLY TO THE ATTENTION OF:
MCC-10J

MEMORANDUM

SUBJECT: Designation of Contracting Officer's Technical Representative (COTR)
Contract No. EP-S5-06-02, Work Assignment No.198-RDRD-053J, USS
Lead Site, East Chicago, IN

FROM: Parveen K. Vij
Contracting Officer

Parveen K. Vij
6/20/14

TO: Michael Berkoff
Work Assignment Manager

1. As the Work Assignment Manager (WAM) for Contract No. EP-S5-06-02 with SulTRAC, JV, you are hereby appointed as the Work Assignment-Level Contracting Officer's Technical Representative (COTR) for the above-referenced work assignment.
2. As COTR you are responsible for performance of the following functions:
 - a. Setting up a file system containing all relevant documentation, including the basic contract, list of COTRs under the contract, all correspondence and meetings related to the contract, technical direction, contract deliverables received and reviewed, payment file and other items that will provide an audit trail of the Contract-Level COTR's actions under the contract.
 - b. Protecting information that is prohibited from disclosure by law, such as trade secrets and privileged or confidential commercial or financial information, and certain interagency and intra-agency predecisional deliberative communications. Protecting information about individuals when disclosure would constitute a clearly unwarranted invasion of personal privacy. Protecting records or information compiled for law enforcement purposes, if certain interests would be harmed by release, including when disclosure could reasonably be expected to interfere with enforcement proceedings or to constitute an unwarranted invasion of personal privacy.
 - c. Familiarizing yourself with all of the terms and conditions of the contracts and the assigned work assignments.
 - d. Seeking clarification from the Contracting Officer on any contract provision which

is not understood or subject to more than one interpretation.

- e. Monitoring contractor performance to ensure that all contract requirements are being satisfactorily executed by the Contractor within the schedule of the assigned work assignments in accordance with EPA Order 1900.1A, Proper Use of Contractor Services.
 - f. Bringing to the attention of the Contracting Officer and the Contractor all performance which is not in compliance with contract requirements.
 - g. Maintaining written records of Contractor performance and keeping the Contracting Officer informed, in a timely manner, both orally and in writing, of the quality of Contractor performance.
 - h. Recommending to the Contracting Officer changes to the contract and Work Assignments which will improve the quality of the contract and work assignments or the matter in which it is performed or managed.
 - i. Ensuring that Government personnel do not attempt to supervise, correct, or otherwise interfere with the activities of Contractor employees.
 - j. Ensuring that the Contractor performs no work outside the scope of the contract and work assignments.
 - k. Ensuring that prohibited activities, such as unauthorized commitments, directed subcontracting, and personal services are avoided.
 - l. Monitoring the Contractor's use of Government Furnished Property to ensure it is used to the maximum extent possible under the contract and that it is used as authorized.
 - m. Reviewing and approving progress reports, determining that the payment requested is commensurate with the items/services delivered and reviewing and approving vouchers/invoices.
3. In the discharge of the functions listed above, do not take any action which could:
- a. Change any terms or conditions of the contract and/or work assignments;
 - b. Result in any change in price;
 - c. Involve supervision of Contractor employees;
 - d. Result in the Contractor performing any work outside the scope of the contract and/or work assignments; and/or

- e. Change the performance period of the work assignment.

The Contracting Officer has the overall responsibility for the administration of this contract. They alone are authorized to take actions on behalf of the Government which includes but is not limited to: interpreting, amending, modifying or deviating from the contract terms, conditions, requirements, specifications or details; approving work plans; issuing final decisions regarding Contractor claims or issues under dispute; entering into negotiations and terminating the contract for convenience of the Government or for default.

4. This appointment will remain in effect through the life of this contract and associated work assignments or the lapse of your FAC-COTR Certification, or until you are reassigned to another organization or until it is otherwise terminated by the Contracting Officer. Your authority as COTR cannot be further redelegated. The supervisor of an individual designated as COTR is not entitled to and may not exercise their employee's designated COTR authority.

Acknowledged and accepted:

Signature Michael Berkoff
Michael Berkoff

Date Signed 6/17/14

cc: J. D. Campbell, SuITRAC Program Manager

**CONTRACTING OFFICER TECHNICAL REPRESENTATIVE
DISTRIBUTION SHEET**

Distribution Number:

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Date of Distribution:

Contract Number:

EP-S5-06-02

Work Assignment Number:

198-RDRD-053J

Revision Number:

N/A

Contractor:

J. D. Campbell, SulTRAC Program Manager
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